

**Regular Session Minutes – Selectmen’s Meeting
Selectmen’s Meeting Room, Town Hall
Monday, June 27, 2016 - 7:30 p.m.**

PRESENT: Caroline Fedele; Margot Fleischman;
William S. Moonan; Mark Siegenthaler; and Town Manager Richard T.
Reed

ABSENT: Michael A. Rosenberg, Chair

ALSO PRESENT: Finance Committee Member Ben Thomas; Bedford Cable Access Television representatives Bob Dutton, Greg Dolan, Jennifer Puhle, Julie Turner and Gretchen Kind; Town Engineer Adrienne St. John; Public Works Grounds Operations Manager Dennis Freeman; Department of Public Works Director David Manugian; Planning Board member Jeff Cohen, Cable Television Committee members James Shea and Jon O’Connor; Town Resident Michelle Saber; Fire Chief Dave Grunes; Assistant Town Manager Michael Rosen; Press representative Debra Parkhurst;

Clerk Fedele called the meeting to order at 7:30 p.m.

**16-286 PEG Access Budgets
 FY16 Operating Budget Amendment
 FY17 Operating and Capital Budget Approval**

Cable Television Committee (CATV) Chair Jim Shea addressed the Selectmen. The Bedford Community Access Television, Inc. (BCAT) expects to end FY16 with a budget overrun of approximately \$4,700. This is due to increased costs due to BCAT’s certified Public Accountant services and unemployment taxes. The Committee recommended that the Selectmen authorize BCAT to submit an invoice to the Town after the close of the current fiscal year for this deficit. The amount of this payment is not to exceed \$5,000 and may be charged to the Public, Educational and Governmental Access Reserve sub-account of the Cable Television Revolving Fund. It was decided that a lesser amount would be sufficient for overages.

Mr. Moonan made a motion to approve a budget amendment to the Bedford Cable Television Operation Budget by an increase of \$3,000 for FY16. Mr. Siegenthaler seconded the motion.

The motion passed 4-0-0.

The committee also spoke on Capital spending for FY17. The committee is requesting a total expenditure not to exceed \$5,000 to be charged to the Comcast Cable-Related Equipment and Facilities sub-account of the Cable Television Revolving Fund. The equipment includes an iMac computer for video editing, a Cannon Camera kit and a Matrox Monarch video encoder for streaming.

Mr. Moonan made a motion to approve the proposed budgetary items of an iMac computer, a Cannon EOS 5D DSLR and a Matrox Monarch video encoder for a total sum not to exceed \$7,100. Ms. Fleishman seconded the motion.

The motion passed 4-0-0.

The FY17 PEG Access Budget Appropriation was discussed. BCAT has submitted budget proposals with an increase of 3%, 6% and 14%. BCAT has stated that this will increase employee and contractor compensation, expand duties and hours for the Assistant Outreach Manager, and the hiring of freelance camera people.

Mr. Moonan made a motion to approve the proposed increase of 6% totaling \$190,085 for the FY17 PEG Access Budget appropriation. Ms. Fedele seconded the motion.

The motion passed 4-0-0.

**16-287 Liljegren Way/Mudge Way Athletic Field
Tree Removal Objection**

Town Manager Reed informed the Selectmen that Town Counsel has written a letter advising on this issue. Ten years ago the Town adopted the Public Shade Tree Act which protects trees in public parks and open spaces. If a tree is posing a public safety hazard, the tree warden must hold a public hearing before removal. The public shade tree act does not apply to a public park where there is no threat. There was one objection filed for the removal of the trees in question.

The trees are in a test pit area to aide in a design of the athletic field. It is necessary to remove the trees to determine the best course of action to design the field. Town Engineer Adrienne St. John clarified that there will be about a dozen trees removed for the test pit.

Ms. Fleischman made a motion under the authority granted by Article 11, Section 1 of the Town of Bedford General Bylaws, that the Selectmen approve the removal of trees on Town Property at 7 Liljegren way/9 Mudge Way, site of the planned athletic field, for the purposes of constructing one (1) Natural grass multi-purpose field and reconstructing "A" field to a south-to-north orientation, including digging test pits and borings needed to continue with the design of said athletic field. Mr. Moonan seconded the motion.

The motion passed 4-0-0.

**16-293 Miscellaneous Action Item
Chapter 268A, Section 20(b) Exemptions – Ken Budka, Madeline Siegal,
Carly Weaver, and Grace Wilson
Committee Appointments
Patriotic Holiday Committee Appointment
Registrar of Voters**

Ms. Fleischman made a motion to grant exemptions under Chapter 268A, Section 20(b) to Ken Budka, Madeline Siegal, Carly Weaver, and Grace Wilson. Mr. Siegenthaler seconded the motion.

The motion passed 4-0-0.

Mr. Siegenthaler made a motion to appoint Mr. Jon O'Connor to the Patriotic Holiday committee for term ending June 30, 2017 Mr. Moonan seconded the motion.

The motion passed 4-0-0.

Ms. Fleischman made a motion to reappoint Diane Cameron as Republican Registrar for term ending June 30, 2019. Mr. Siegenthaler seconded the motion.

The motion passed 4-0-0.

**16-289 Reserve Fund Transfer
 Fire Department**

Finance Director Victor Garofalo presented the Selectmen with a reserve fund transfer for the Fire Department in the amount of \$30,000 for Vehicle Repairs.

Mr. Moonan made a motion to authorize a Reserve Fund Transfer for the Fire Department up to \$30,000. Ms. Fleischman seconded the motion.

The motion passed 4-0-0.

16-290 Ambulance Bill Write-offs

Mr. Garofalo also spoke about ambulance bill write-offs. Presently there is \$45,476 worth of ambulance bills deemed uncollectable. This includes uncollected bills from FY14, FY15 and FY16. This deficit is due to incorrect addresses, a lack of response, hardships, lack of insurance or deceased patients. Due to the age of these bills, Mr. Garofalo is requesting that this amount be written off as uncollectable.

Ms. Fleischman made a motion to write off the amount of \$45,476 in uncollectable ambulance bills, as identified in the memo dated June 21, 2016 from the Finance Director "Ambulance Bills – Uncollectable Write-Offs." Mr. Siegenthaler seconded the motion.

The motion passed 4-0-0.

**16-288 Public Access Sign
 First Church of Christ Congregational**

There was no representative present at this meeting to speak on this subject. Mr. Moonan said that the sign design chosen was not appropriate for the layout of the area. He wondered if the applicant should be informed of other sign sizes available. Ms. Fleischman also added that she did not agree with the proposed location as it is in an area used by residents as a path. She suggested it should be located closer to the stonewall to identify with the property. Mr. Reed suggested that a smaller sign would be better closer to Town property for visibility. Ms. Fedele agreed.

**16-291 Contract Awards
 Gasoline and Diesel Fuel – East River Energy, Inc. Guilford CT
 Catch Basin Repair – Martinez Road Construction Inc. Billerica, MA
 Municipal Street Light Maintenance – Siemens Industry Fitchburg,
 MA
 Athletic Field Paint – Pioneer Manufacturing Co. Billerica, MA**

Ms. St. John presented the Selectmen with three material bid contracts for consideration. The first round did not receive bids for the athletic field paint or catch basin repair. The second time was successful.

Separately, there is a three-year contract for streetlight maintenance. There was a concern that the low bidder was significantly lower than the competition. The representatives said that they felt there would be very little maintenance involved as many streetlights are still under warranty.

The contract has a fixed price for monthly maintenance; additional work will be invoiced separately. For example if the Town wanted to place a streetlight at a new location or if a lamp needed to be changed. The price includes response to reported outages. There is a provision to inspect the streetlamps to see if there are any outages twice a year. Ms. St. John stated that there have been some streetlights that failed and were replaced under warranty by the original contractor.

The Energy Task Force (ETF) would like to work on giving the Town the ability to dim streetlights at various times of the day, and realize the resulting financial savings through the streetlight tariff. This is not currently allowed by the utilities and the ETF would like to research legislation regarding this that has been developed in other states.

Mr. Siegenthaler made a motion to award the Gasoline and Diesel Fuel Contract to East River Energy Inc. for period ending June 30, 2018 in accordance with their submitted bid. Mr. Moonan seconded the motion.

The motion passed 4-0-0.

Mr. Moonan made a motion to award the Athletic Field Paint contract to Pioneer Manufacturing Co. for period ending June 30, 2018 in accordance with their submitted proposal. Mr. Siegenthaler seconded the motion.

The motion passed 4-0-0.

Ms. Fleischman made a motion to approve the Catch Basin Repairs contract to Martinez Road Construction Inc. in accordance with their submitted proposal. Mr. Moonan seconded the motion.

The motion passed 4-0-0.

Mr. Siegenthaler made a motion to approve the award to Siemens Industry's contract for maintenance of the municipal street lighting system for a period ending June 30, 2019 for a total base bid of \$5,436.00. Ms. Fleischman seconded the motion.

The motion passed 4-0-0.

16-292 FY17 Water and Sewer Rates - Preliminary Review

Mr. Garofalo spoke on the proposed water usage rates for the current fiscal year. He went over all of the estimated costs for both water and sewer. He states that he does expect to see cost rise for water projects and debt. The total for all estimated costs is \$3,716,693 for water and \$5,224,562 for sewer. He also factored in adjustments not measured by rate. The net estimated costs for rate recovery are \$2,459,385 for water and \$4,088,627 for sewer. He explained how rates are calculated by factoring usage and fixed cost.

He also discussed that old meters could be malfunctioning which would skew the reading of water usage. He hopes that the Capital Plan project could include a full meter replacement. Meter lifespan are about 20-25 years and the present meters are about that age. The water purchase is showing that there is more water used than that billed. A replacement of old meters may eliminate this issue.

Mr. Garofalo is proposing an R1 Water Rate of \$1.70 and R2 water rate of \$7.50 for FY17. He is also suggesting an R1 Sewer rate of \$3.80 and a R2 Sewer rate of \$12.80.

This topic will be discussed in detail at a later meeting.

16-294 Town Manager's Report

Mr. Reed mentioned that Bedford's term as a member of the Metropolitan Planning Organization (MPO) is up for renewal in the election in October. He advised the Selectmen that the Metropolitan Area Planning Council must be notified if Bedford is interested in continuing to serve. The Selectmen confirmed that they wish to continue serving.

16-295 Open Discussion and Selectmen Liaison Reports

Ms. Fleischman mentioned that the Town received the grant for the expanded local transit program. The grant is in the amount of about \$47,000.

Mr. Moonan reported that the Council on Aging reorganized and had elections recently. He is excited to see the level of energy and determination within the organization.

Mr. Moonan made a motion to adjourn. Ms. Fleischman seconded the motion.

The motion passed 4-0-0.

The Meeting Adjourned at 9:33 PM